

Approved For Release 2005/07/13 : CIA-RDP70-00211R000800070054-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 7 APR 1961

FROM : Chief, Supply Division

SUBJECT: Self-Adhesive File Folder Labels

REFERENCE: Your memorandum, dated 27 February 1961, Subject: Recommendation to Stock Self-Adhesive File Folder Labels

1. This Division has been aware for some time of the advantages to be gained from the use of self-adhesive file folder labels. We have adopted these labels as standard items of supply and are now in the process of setting them up in the system and effecting procurement. You will be notified when they are available from the Building Supply Office in order that you may in turn notify those offices who have immediate and urgent requirements for them.

2. We plan to retain the fanfold labels we now have in the inventory for a limited time for any further utilization that may be possible. However, there will be no attempt to force issue on them. The new labels will be issued whenever requested.



STAT

Distribution:

- Orig & 1 - Addressee
- 1 - OL/SD/BSO
- 1 - OL/SD/DSCB
- 1 - OL/SD
- 1 - OL/SD/SMCB official

OL/SD/SMCB/ [redacted] (6 April 1961)

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ROUTING AND RECORD SHEET

Case File: O/L

SUBJECT: (Optional)

FROM:

CHIEF, SUPPLY DIVISION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/RECORDS MANAGEMENT STAFF

4/11

[Signature]

4/11

[Signature]

4/11/61

4/11/61

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